

Terms of Offer: Operations Assistant

The key elements of your compensation and benefits package include:

Salary. Your starting salary will be equivalent to \$17.50 per hour as a non-exempt employee and will be paid on the 15th and the final day of each month from August to June.

Salary Advancement and Bonuses. During your work with Esperanza, you may be considered for salary increases on an annual basis. You will also be eligible to participate in our discretionary bonus program. This bonus program is based upon your performance while employed at Esperanza.

Insurance Benefits. As a full-time employee, you are able to participate in our comprehensive health and wellness benefit program. Medical, dental, vision, life, short-term disability and long-term disability insurances are offered. Employees who choose to enroll in our medical, dental & vision plans may share in a small portion of the plan costs, while life, short-term, and long-term disability insurances are offered at no cost to employees. Employees can enroll in all insurance benefits the first of the month following 30 days of employment.

Retirement. As a full-time employee, you are eligible to participate in Ednovate's 403(b) retirement plan with employer matching. More information will be provided about how to participate once you join the team.


Work Schedule. As a year-round employee, you will earn 15 days of paid time off annually. Ednovate also honors 11 paid holidays per year. Please see our academic calendar and staff handbook for full details.

Background Check and Other Legal Requirements. The offer is contingent upon LiveScan background check clearance and a clear TB risk assessment or test, as well as receipt of required onboarding documents. To remain in compliance with federal immigration legislation, this offer is also contingent upon you providing us with your original authorizing documents and completing the I-9 before your start date.

At-Will Status. Your employment with Ednovate is at-will, meaning that either you or Ednovate can end the employment relationship at any time, with or without notice or cause. Neither this offer nor any other oral or written representations may be considered a contract of employment. Ednovate is the exclusive employer of employees and has sole responsibility for employment management, dismissal, and discipline of its employees.

To indicate your acceptance of this offer, please sign below and bring or send the original signed letter to Rosa Elena Alanís.

Offer Accepted:

Signature  Date 05/11/18
Printed Name Esmeralda G. Magaña